

**The Pharmacist Professional Advisory Committee
(PharmPAC) Charter**

(I) MISSION

The Pharmacist Professional Advisory Committee (PharmPAC) provides advice and consultation to the Surgeon General on issues relating to the professional practice and the personnel activities, civil service (CS) and commissioned corps (CC), of the Pharmacy Category. The PharmPAC provides similar advisory assistance to the Chief Professional Officer (CPO) and, upon request, to the Agency and/or Program Heads of the Public Health Service (PHS), and to non-PHS Programs that routinely use PHS personnel.

(II) RELATIONSHIP OF THE PHARMPAC TO THE UNITED STATES PUBLIC HEALTH SERVICE (USPHS)

In carrying out its' responsibilities, the PharmPAC operates in a staff capacity. It does not substitute for line management, or in any way exercise the prerogatives of the respective operating programs. While PharmPAC members are chosen from the respective PHS and non-PHS Agencies/OPDIVs and organizations, they neither represent Agency/OPDIV management nor speak for the Agency/OPDIV. They are knowledgeable professionals who represent a cross section of the interests, concerns, and responsibilities of the professionals in Agencies/OPDIVs and organizations staffed by PHS personnel.

(III) OBJECTIVES

The PharmPAC serves in a resource and advisory capacity to assist in the development, coordination, and evaluation of activities related to the professional discipline(s) it represents in the PHS with the specific objectives of:

1. Identifying and facilitating resolution of issues of concern as they relate to the Pharmacy category and related civil service professional disciplines.
2. Assessing PHS personnel needs and assisting in meeting these needs through activities in recruitment, training, utilization, and recognition of officers in the Pharmacy category and related civil service professional disciplines.
3. Developing position papers, statistical reports, and/or guidelines where appropriate, in order to advise and comment on matters relating to the personnel issues and professional practice of the Pharmacy category and related civil service professional disciplines.

4. Promoting the development and utilization of pharmacists by the PHS and other Government programs.
5. Promoting cooperation and communication among pharmacists and other health professionals.
6. Promoting all aspects of the Pharmacy category and related civil service professionals throughout the Agencies and Programs of the PHS.
7. Providing liaison among professional disciplines within and among PHS components, and providing advice and consultation to the Agency Heads and operating programs upon request.

(IV) FUNCTIONS

In carrying out its' broad mission and objectives, the functions of the PharmPAC shall include, but are not limited to, the following:

1. Provide general professional advice and recommendations:
 - a. Review and comment on issues referred to the PharmPAC by the Surgeon General, Chief Professional Officer, Agency Heads, and/or Program Heads.
 - b. Deliberate issues, develop findings, and present recommendations to the Surgeon General and/or Chief Professional Officer.
 - c. Provide advice on the professional aspects of the Pharmacy category, i.e., new technologies, regulations, curricula, roles, etc.
 - d. Provide advice on ethical and professional standards issues.
 - e. Review and provide recommendations concerning proposed or needed changes to appointment standards and professional requirements, e.g., licensure required to maintain high quality staff.
 - f. Review and advise the CPO and Surgeon General concerning requests for licensure waivers.
2. Act as primary resource for career development:

- a. Advise on CC and CS practices concerning career development.
 - b. Advise on operating practices concerning the appropriate/optimum use of personnel designed to best meet PHS needs and the needs of the individual.
 - c. Advise on issues related to PHS promotion practices and, for commissioned officers, assimilation into the Regular Corps for the Pharmacy category.
 - d. Formulate criteria for the selection of candidates for training and/or other career development options.
 - e. Identify both continuing and long-term intramural/extramural education needs of the Pharmacy category, and identify and recommend training and/or experience opportunities designed to meet these needs.
 - f. Review applications for long-term training, assess appropriateness of requested training in terms of the individuals and the Services needed, and provide recommendations for the approval/disapproval of such requests.
3. Provide advice and assistance on staffing issues:
- a. Assess and project need for the Pharmacy category staffing levels, both CC and CS, throughout the PHS.
 - b. Provide advice on the goals, objectives, and procedures designed to meet the PHS staffing needs.
 - c. Provide guidance for recruitment to the short-term student affiliation programs (COSTEP, summer students, etc.).
 - d. Develop, and/or review and critique, Pharmacy category-specific PHS recruitment materials, procedures, and programs.
 - e. Help establish networks of current, as well as former, PHS professionals, who can assist and facilitate recruitment activities.

- f. Provide guidance to approved PHS recruiters concerning the recruitment of qualified candidates to the Pharmacy category and related civil service professional disciplines.
 - g. Assist in the development of orientation materials for newly-hired Pharmacy category professionals and provide advice/recommendations concerning orientation programs.
- 4. Communicate and encourage appropriate use of awards/recognition systems:
 - a. Identify, establish, and help administer special professional, Pharmacy category specific awards
 - b. Maintain cognizance of the existing CS and CC award programs and opportunities.
- 5. Serve as a communication link and information resource for the category:
 - a. Communicate to the CC/CS Pharmacy category staff important information concerning professional, ethical, and technical issues.
 - b. Encourage individual membership in, and involvement with professional organizations and societies in order to promote open communication with non-federal colleagues.
 - c. Ensure the distribution of minutes and/or other PharmPAC-developed materials to the extent possible and appropriate to CC and CS staff. Ensure the availability of PharmPAC minutes to other PACs and the Office of the Surgeon General through the PharmPAC website.

This list of functions is not all inclusive. The PharmPAC has the responsibility to identify and add functions as necessary to carry out its' objectives. Such functions shall be in concert with the overall mission of the PharmPAC.

(V) MEMBERSHIP

- 1. Basic Eligibility Requirements: Members must be full-time CC or CS personnel,

and at the time they are nominated and appointed to the PharmPAC meet the eligibility requirements for initial appointment to the Pharmacy category and personnel systems.

2. Staff from the Office of the Surgeon General and the Division of Commissioned Personnel (DCP) may not serve on the PharmPAC as a voting member.
3. Size of the PAC: The PharmPAC shall have no fewer than 7 and no more than 20 voting members.
4. Organizational Representation: In order to provide the range of experiences and perspectives necessary for addressing issues before the PharmPAC, every effort must be made to have the broadest representation possible among all agencies that are routinely staffed by Commissioned Corps Officers of the Pharmacy category.
5. Geographic Considerations: The PharmPAC will have, as voting members, at least two individual whose regular duty station is geographically removed by a distance of 75 or more miles from the Washington Metropolitan Area.
6. Gender and Minority Representation: Every effort will be made to assure that the PharmPAC does not consist (1) entirely of men or entirely of women or (2) entirely of one race, as long as no selection is made to the PharmPAC on the basis of gender or race.
7. Personnel System: The PharmPAC will not consist entirely of CC or entirely of CS personnel.
8. Professional Seniority: The PharmPAC will have as a voting member a minimum of one individual who at the time of appointment to the PharmPAC has less than 5 years of professional experience.
9. Ex Officio Members (non-voting): The Chief Professional Officer is an ex-officio member of the PharmPAC [see IX (1)]. The former chair may serve 1 additional year as an ex-officio member of the PharmPAC [see VIII (3)]. The PharmPAC may identify other individuals and request that they serve as ex-officio members.
10. Liaison Members (non-voting): The PharmPAC may identify individuals to serve in a liaison capacity to provide information or assist with activities, e.g., staff from the OSG or DCP.

(VI)

NOMINATION PROCESS

1. Annually, the PharmPAC will solicit, through newsletters and other appropriate means, nominations for vacancies on the PharmPAC from all individuals in the Pharmacy category and represented civil service professional disciplines. Self-nominations will be solicited. The names will be transmitted by the CPO to the nominee's respective Agency Head who may endorse the nominee(s) or provide alternate or additional nominations meeting the general representation requirements demonstrated by the original nominees. The agency Head's response will be reviewed by the PharmPAC and CPO who will identify, by name, those highly qualified to fill anticipated vacancies. A final list of nominees will be sent by the CPO to the Surgeon General for selection and approval.
2. This nomination process shall be conducted so that the final nomination package is available for the Surgeon General's consideration no less than 60 calendar days prior to the expiration of the regular term of the member.
3. Should the need arise to fill an unexpired term, the same process used for regular term appointments will be followed, except that the nomination package will be conveyed to the Surgeon General as soon as possible for action.

(VII)

TERM OF APPOINTMENT

1. Terms will be staggered so that approximately one-third of the members' terms will expire annually. The PharmPAC shall determine and report to the Surgeon General on November 1, as this date marks the beginning of its operational year.
2. Once a member has accumulated a lifetime total of 6 years of service on the PharmPAC, they are not eligible for reappointment. Terms of office may be served consecutively at the discretion of the PharmPAC.
3. Alternates: Cognizant of the demands of the members primary work responsibilities and the PharmPACs need to conduct business, the PharmPAC has the option of establishing procedures to allow each voting member to appoint, and inform the Chairperson of, a single individual who can serve as his/her alternate. Such alternates shall have voting privileges when serving in the place of the primary member. It is the responsibility of the primary PharmPAC member to keep the alternate fully informed and knowledgeable of the PharmPACs activities. Any Agency clearance or approval requirements for travel/per diem will have to be handled within the Agency by the primary PharmPAC member.

4. Attendance: Any member of the PharmPAC who frequently misses meetings without just cause can, at the discretion of the PharmPAC, be asked to voluntarily resign from the PharmPAC, or the PharmPAC can initiate a request to the Surgeon General to terminate said membership and so inform the Agency Head.

(VIII) CHAIRPERSON

1. The chairperson will be elected by the voting membership of the PharmPAC.
2. Term of the Chairperson: The Chairperson will serve a 1-year term and may be re-elected for 1 additional year. The PharmPAC may choose to elect the Chairperson for one 2-year term with no opportunity for re-election to that post.
3. Term of Appointment: If the term of Chairperson coincides with the expiration of that individual's membership on the PharmPAC, the former Chair may serve 1 additional year as an ex officio member of the PharmPAC provided the Agency Head is informed and concurs with the extension, unless reappointed as a regular member per the provisions of Section (VI).

(IX) CHIEF PROFESSIONAL OFFICER (CPO)

1. PharmPAC Membership: The Pharmacist Chief Professional Officer shall be a non-voting ex-officio member of the PharmPAC.
2. Relationship with the PharmPAC: All output of the PharmPAC, be it correspondence, reports, minutes of its proceedings, or other, must be transmitted through the CPO who, as he/she may deem appropriate, may provide concurring or non-concurring comments but may not stop or unduly delay such transmittals.


(X) OPERATIONS AND PROCEDURES

1. The PharmPAC shall develop its own internal operations and procedures (e.g. bylaws). These shall include, at the minimum provisions covering the following:
 - a. Operational year: The PharmPAC shall begin its operational year on November 1.
 - b. Frequency of meeting: Meetings are generally held the first Thursday of every month. Though, meetings will be held once per quarter at a minimum.

- c. Agenda: A meeting agenda and appropriate background material is to be made available to the members.
2. Records and Reporting:
 - a. Minutes of each PharmPAC meeting will be developed and approved by the PharmPAC members.
 - b. Minutes and reports of the PharmPAC will be distributed in accord with Item IV (5) (C) FUNCTIONS.
 - c. The PharmPAC must establish a system to maintain a permanent file of the official minutes and reports of the PharmPAC.
3. Executive Secretary: The Executive Secretary must be a member of the category but is not required to be a voting PharmPAC member.
4. Quorum: A Quorum consists of at least 50 percent of the PharmPAC voting membership. An alternate attending in lieu of the member shall be counted in determining the quorum requirement.
5. Voting: Where voting is required or appropriate, i.e., election of the Chair, action will be determined by the simple majority of those voting members present.
6. Committees: Where the PharmPAC elects to establish standing or ad hoc committees, said membership may include non-PharmPAC members provided that the chairman of the committee is a voting member of the PharmPAC.

Revision: June 2004

DECISION

Approved  Disapproved _____ Date 7/13/2004